



UNITED STATES MISSION -BOGOTA

VACANCY ANNOUNCEMENT



No. 005

Job Vacancy

January 22, 2003

OPEN TO: All Interested Candidates

POSITION: **SECRETARY (A09546)**

CLOSING DATE: **Thursday, February 5, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-5
EFM/NOR - FP Scale = FP-9

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM’s and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:

<http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Secretary in the Office of Professional Development & Training (OPDAT).

BASIC FUNCTION OF POSITION

Incumbent will serve, as secretary to OPDAT, Department of Justice, Plan Colombia, by performing a variety of administrative, secretarial and clerical functions for the accomplishment of the strategic objectives of the OPDAT Program in Colombia. Manages the office correspondence. Receives, distributes and tracks action items. Helps draft letters and inter-office memoranda. Sets up meetings with counterparts and coordinates with the RLAs (Resident Legal Advisors), arranges for conferences rooms, etc. Arranges trips and travel for the RLAs. Maintains unclassified official subject and chronological files, as well as working files for OPDAT. The incumbent is a liaison between the RLAs, the Mission Staff, and the Embassy Staff related to the operation of the office. Reports to the RLAs through the Program Financial Specialist (PFS).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides telephone and receptionist services. Receives visitors and phone calls, referring callers to the RLAs, and other staff members. As directed or in response to incoming requests, arranges appointments with Mission and Government of Colombia (GOC) officials, Embassy and other U.S. Government officials, and others. Sets up meetings, arranges for conference rooms, etc. Place local and long distances calls for the RLAs. Writes simple or repetitive, non-technical correspondence such as letters of acknowledgement in accordance with a given format. Provides administrative support to OPDAT RLAs including sending faxes, making photocopies, and serving as back-up on telephone when required.
2. The incumbent serves as a personal assistant to OPDAT RLAs, by performing as many office support functions as possible. This includes serving as the clerical and administrative support position for RLAs, and other staff members, by carrying out and coordinating all day-to-day administrative support activities required by OPDAT's work. Receives, reviews and controls all incoming and outgoing correspondence and communications. Receives, distributes and tracks action items. Routes correspondence to RLAs or appropriate staff member, including information copies as required.
3. Maintains records of leave and attendance and keeps abreast of various procedural requirements, for such as, procedures required to process travel authorization, travel vouchers and others as assigned. She assists in the preparation of country clearance request for RLAs, visiting instructors and TDY staff, soliciting additional necessary information.
4. The incumbent assembles information needed as background for correspondence or as requested by supervisor by searching files and records of the office. Develops file maintenance guidelines, including subject-matter headings, cross-referencing, and controls.
5. The incumbent develops life cycle replacement schedule to ensure that office equipment, and their supplies items are replaced in a timely manner. She is responsible for the inventory, maintenance, and repairs of program property. She will establish an adequate schedule for office supplies purchasing; distributing and controlling their inventory.
6. Performs other official duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: High School is required.
- b. Prior Work Experience: Three to five years of progressively responsible experience is required in secretarial, clerical or administrative work.

- c. Post Entry Training: May receive periodic secretarial specific training courses. On-the-job training in elements of OPDAT's Strategic Objectives, and administrative related matters, as required.
- d. Language Proficiency: Level IV English and Spanish are required.
- e. Knowledge: Secretarial, clerical and general administrative procedures, as well as Microsoft office software are required.
- f. Skills and Abilities: Strong interpersonal skills, tact, diplomacy, discretion and customer service are required. Must be able to type 40 wpm. Must be able to juggle competing demands and reprioritize work accordingly. Must be able to track the clearance process, monitor and follow through on actions, and manage the office correspondence, masters latest technology related to office software and applications.

DESIRED QUALIFICATIONS BUT NOT REQUIRED

- Education: Completion of professional secretary studies or some college/university work is highly desirable.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS:

1. **Eligible Family Member (EFM)**: US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH)**: Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR)**: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

5. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR
EMBASSY RECEPTIONIST BY: 02/05/04**

DISTRIBUTION: "BB"